

GUIDANCE NOTE ON DEMATERIALISATION OF SHARES HELD IN PHYSICAL FORM

In view of amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated 8th June, 2018, transfer of securities would be carried out in dematerialized form only with effect from 5th December, 2018.

Hence, in the interest of investors holding securities in physical form, it is advisable that they dematerialise their securities at the earliest by following the procedure given below -

Guidance note on procedure for dematerialisation of shares

- Contact any Depository Participant (D.P.) who is offering demat services which may be a bank or any other entity having connectivity with National Securities Depository Limited (NSDL), Mumbai or Central Depository Services (India) Ltd. (CDSL), Mumbai and enquire with them about the terms and conditions for opening a demat account and the documents to be furnished to them. Also make sure that they can dematerialise the securities held by you.
- In case the securities are held by you in joint names, you will have to open the demat account in joint names in the same order. Alternatively, if you choose to open the demat account in a single name, you will have to get the shares transferred to the single name by submitting an executed Share Transfer Form SH-4 along with share certificate(s) and self-attested photocopies of PAN Card of transferor(s) and transferee to the Company or its Registrar & Transfer Agent (RTA) for giving effect to the transfer in the single name. Thereafter, you can approach your D.P. and get the shares dematerialised.
- After opening the demat account, they will provide you a Client Master Form showing demat account number and all other details such as name, address, phone no., email id etc.
- Now obtain a Demat Request Form (DRF) from your D.P., fill up the same and submit it to your D.P. along with all the share certificates which you wish to dematerialise. In case your signature(s) has/have changed, you are requested to fill up the Signature Verification Form, get your signature(s) attested by your banker with the name, designation and employee code of the attesting official under the rubber stamp of the bank and submit the same along with your DRF. Similarly, if your address has changed (first/sole holder), you are requested to fill up the attached Form of Request for Change of Address and submit the same along with enclosures with your DRF.
- On receiving the DRF, your D.P. will sign, affix their rubber stamp and return one copy to you for your record. They will carry out their internal processing and dispatch one copy of the DRF with a Demat Request Number (DRN) along with the share certificates to the Company's RTA. RTA will verify the documents and if they are found to be in order, RTA will confirm the demat request to NSDL/CDSL within 15 days from the date of receipt of the documents and the shares will be credited to your demat account.
